

High Commission of India
Abuja

No. HCI/ABUJ/579/2/2023

Dated: 03.01.2023

Job Vacancy for the post of Marketing Executive

The High Commission of India, Abuja, invites applications from suitable candidates for the post of **Marketing Executive**.

Starting salary for this position is USD 760 per month in the pay scale ranging from USD 760-1865. Gross starting salary including Cost of Living Allowance for the post will be USD 1140 per month. The remuneration package will include 21 working days of annual leave.

Job includes promotion of trade and investment between India and Nigeria through facilitation of business contacts; Market Research, Reporting, liaison with Government agencies, facilitation of networking with business companies, coordination with business chambers; marketing; organizing business events; conducting market surveys; arranging visits of business and official delegations to Nigeria; preparation of bilateral trade data; handling trade queries, etc. The incumbent is also supposed to perform other duties as directed from time to time.

Candidates fulfilling the following requirements are welcome to apply:

- (i) **Educational Qualification:** The candidate should have a minimum qualification of bachelor's degree/Higher National Diploma in any discipline. Candidate with Diploma in Marketing/Commerce /Business Administration and training in combination with professional experience will be given preference.
- (ii) **Language Proficiency:** Excellent English, both written and spoken. Knowledge of French would be an advantage.
- (iii) **Computer skills:** Proficient in MS office, Excel and IT/computer administration including soft and hardware skills.
- (iv) **Experience:** 02-05 years of experience in Marketing/Business establishments, office work and maintenance of office records and file.
- (v) **Abilities:** Good team player, Intercultural competence, Pro-active approach. Ability to prioritize and deal with multiple tasks.
- (vi) **Nationality & Eligibility :** Nigerian National or person having long term employment visa/work permit for Nigeria can apply.
- (vii) **Age:** Maximum 35 years as on 01st January 2023
Last Date: Interested candidates are invited to send their complete resume, with copies of certificates and a latest photograph by **25 January 2023 (1730 hrs)**.

How to Apply: Interested and eligible candidates are invited to apply not later than **25 January 2023**. CV (in the prescribed format) along with one latest photo and copies of relevant/supporting documents in a closed envelope superscribed as "Application for the Post of **Marketing Executive**" may be sent to the following address:

Head of Chancery,
High Commission of India,
364, Cadastral Zone, CBD, FCT, Abuja

Please note that only short-listed candidates will be called for personal interview tentatively on 13 February 2023. No transport or other assistance/reimbursement will be provided for appearing in the interview.

**Application for the post of Marketing Executive
in the High Commission of India, Abuja**

FORMAT FOR SUBMISSION OF APPLICATION (to be filled in English)

Post Applied for	Marketing Executive
Full Name of the Candidate	
Date of Birth	
Gender	
Nationality	
Previous Nationality, if any	
Passport details	
Marital status	
Spouse/Family details	
Permanent address of Residence and contact details	
Present address of communication and contact details	
Mobile No.:	

E-mail address:	
Educational qualification : School: Higher Education/Diploma, Graduation, Post Graduation:	
Work experience : Name of the Organisation employed, period of employment, reasons for leaving the organisation, nature of work and highlight main projects of works directly involved/handled including specific achievements, if any; work experience certificates issued by previous employers shall be attached, wherever applicable; add additional rows and columns as may be required); Indicate from present employment till first employment without excluding any year(s) of working till date	

Self Declaration: -

- I hereby affirm that all the above information submitted by me in this application is true and confirm to the actual condition of my present and past records.
- I hereby declare that I have submitted all the details without withholding any information. If any of the information provided by me found to be false or withheld without disclosing the actual status, I agree to be subjected for disciplinary proceedings as considered necessary by High Commission of India, Abuja leading to termination from my job and suitable legal action, if any.
- I hereby agree that mere submission of my application to High Commission of India, Abuja for the post does not give me any right for seeking the job and the evaluation of my application

for competency of the applied job is solely under the discretion of High Commission of India, on which I shall have no right to contest.

- **I hereby agree that High Commission of India, Abuja reserves the right to appoint the suitable selected candidate at its time of choice or cancel the process of evaluation of candidates for the applied post, without assigning any reasons thereof.**

Date:

Place:

(Signature of the candidate)